



# Quinault Housing Authority

P.O. BOX 160 | Taholah, WA 98587  
(360) 276-4320 | FAX (360) 276-4778 | 1-888-891-0017

## **Request for Proposals Project FY22-23 Accounting Services**

The Quinault Housing Authority (QHA), the Tribally Designated Housing Entity (TDHE) for the Quinault Indian Nation, is seeking to retain an individual or firm to provide accounting services. The contract period shall be for up to five years, reviewable and agreed upon annually by both parties, thirty days prior to the end of the one year period.

QHA does not guarantee a set number of hours will be assigned to the contract associated with this solicitation. The work to be performed will be performed on site at the QHA office and may, at the discretion of the contracting officer, remotely as well.

### **Scope of Services**

- Reconciliation of asset accounts
- Review of quarterly and annual reports required to meet HUD and USDA program requirements
- Assistance in preparation of quarter and annual financial reports for internal and external use
- Preparation of fiscal year ending Financial Statement on accordance with Government Auditing Standards and OMB Circular A-133
- Provide support to auditors for preparation of year end audited statements
- Provide accounting training to QHA staff which include basic fund accounting and reconciliation of funds on the general ledger
- Provide technical assistance on all aspects of accounting as relates to the housing authority
- Assist in maintaining general ledger for Low Income Housing Tax Credit partnership

### **Proposals shall be evaluated based on the following criteria**

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|--|-----------|
| • Quality of proposal                          | 15 points |
| • General experience                           | 20 points |
| • Experience working with Native Organizations | 25 points |
| • Hourly rates and fees                        | 25 points |
| • Native Preference                            | 15 points |

**Total**

**100 points**

**Other applicable provisions**

- The successful individual or firm will be required to obtain a Quinault Indian Nation Business License
- Valid Washington State Business License
- Commercial General Liability insurance
- Automobile Liability insurance
- Workers compensation (optional for sole proprietor)
- Proposals must include a completed Form HUD 5369-C
- A W-9 must be provided at contract signing
- For firms, list all principles of the firm and the name of the individual that will be assigned to QHA and the individual's experience.
- Provide hourly rate for work both on and off site
- Provide rate for any other costs that would be charged to QHA in the course of the contracted work
- Proposer must be familiar with Abila MIP Fund Accounting for Non-Profit Businesses
- Familiarity with Housing Data Systems (HDS) is helpful

The Quinault Indian Nation has enacted a Tribal Employment Rights Office (TERO) ordinance governing Indian Preference and the QHA has adopted an Indian Preference policy, set forth in Section 3000.10 of the QHA Procurement Policy. To the greatest extent feasible, preference shall be given to Indian organizations and Indian owned economic enterprises in the award of all contracts.

1. An Indian owned economic enterprise or Indian organization is eligible for Indian Preference.  
How to apply for Indian Preference; Submit a statement requesting preference along with the following; proof of eligible Indian Ownership (51% or greater); proof of Indian Tribal membership; and proof of certification by the Quinault Indian Nation TERO office as a bona fide Indian Contractor.

For questions email or call; to submit proposals, mail to:

Jeff Tottie  
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Quinault Housing Authority  
PO Box 160 Taholah WA 98587  
PH: 360 276-4320  
Email: [jtottie@quinault.org](mailto:jtottie@quinault.org)  
Proposals are due no later than 6/22/2022 at 4:30pm.

